

## **WELCOME TO THE FITCHBURG CITY COUNCIL!**

**This is intended to help you understand the meeting format and assist you with the rules of the Council as they pertain to your participation.**

**All meetings of the Fitchburg City council are open to the public. This does not mean that the public participates in all aspects of the meeting. It simply means that the meeting itself, including all discussions and votes, is open for public view.**

**Executive Session            The only time a Council meeting can be closed to the public is when the Council votes for Executive Session in order to discuss sensitive matters in private, such as pending litigation. Any votes taken however, must be taken in open session.**

### **OPPORTUNITIES FOR THE PUBLIC TO SPEAK DURING A COUNCIL MEETING:**

**Public Forum            The Public Forum occurs immediately following the Pledge of Allegiance. The President will ask if anyone in the audience wishes to speak on any matter appearing on the Agenda. If you wish to address the Council, you must stand and be recognized and follow these rules before speaking:**

- 1.        State your name and address.**
- 2.        Approach the center table and either stand or sit. This allows you to be seen and heard clearly by everyone in attendance.**
- 3.        You may speak only on items appearing on the agenda for no more than two (2) minutes. Copies of the agenda are available on the center table prior to the meeting.**
- 4.        Please state the petition, order, ordinance, or resolution number to which you refer.**

**Public Hearings            Public hearings are held on various issues such as Special Permits and Zoning changes. The same rules apply with the following exceptions:**

- 1.        You must stand and be recognized either “in favor” or “in opposition” when asked by the Council President.**
- 2.        You need not refer to the petition number.**

**If you have any questions or comments either before or after the meeting, any Councillor would be happy to assist you.**

**Thank you for your interest!**